



**STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
ACTIVE GUARD/RESERVE (AGR)
VACANCY ANNOUNCEMENT**



ANNOUNCEMENT NUMBER 85-16

Position Title: HUMAN RESOURCE SPECIALIST

MOS: 42A

Opening Date: 25 July 2016

Closing Date: 23 August 2016

Duty Station: Various Locations throughout **SOUTHERN** New Jersey. For the purposes of this announcement, all units located South of Route I-95 are considered Southern New Jersey units. This includes the following counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean, Salem, and the lower part of Monmouth County.

Military Assignment: Possible Assignment Locations include Atlantic City, Blackwood, Bordentown, Cape May Courthouse, Cherry Hill, Fort Dix, Hammonton, Mount Holly, Sea Girt, Tuckerton, Vineland, Woodbury and Woodstown, New Jersey.

Military Grade: Minimum: SPC/E4 \$1,999 - \$2,427.30.00 (base pay range per month)
Maximum: SGT/E5 \$2,181.00.00 - \$3,094.80 (base pay range per month)

***Your pay will be depending on the amount of years of service;
You will also receive other allowances for rations, housing, uniforms, and cost of living.***

Area of Consideration: This position is only open to current **MOS QUALIFIED** members of the New Jersey National Guard.

NJARNG Entry Level AGR Hiring Plan (ELAHP) Information

Applicants who meet the basic eligibility requirements will appear before a hiring board and receive a numerical rating based upon the interview, their application, their experience and potential. Applicants meeting the minimum point value for accession into the AGR Program will be ranked on an Order of Merit List (OML). When a vacancy becomes available, the applicant with the highest score will be offered the position. If declined, the vacancy will be offered to the next applicant on the list. Selection Lists will remain active until exhausted or deemed obsolete by the HRO.

Applicants who live more than 50 miles from the duty location of the job offered, may decline the position and remain on the OML to be offered the next available position. If the applicant lives within the 50 mile radius and declines the position, he/she will be removed from the OML.

Applicants on the OML may be offered interim employment with Active Duty for Special Work (ADSW) funds, Temporary AGR tours, or Temporary Technician status until such time as budget constraints allow for accession as an AGR Soldier. Applicants terminated for cause, or who resign in lieu of disciplinary actions, while performing duty in this interim status will be removed from the OML.

Applicants on the OML are responsible for maintaining their basic eligibility for accession to the AGR Program. This includes maintaining passing scores on subsequent Army Physical Fitness Tests (APFT), adhering to the weight standards of AR 600-9, maintaining a civilian driver's

license and a current Physical Health Assessment. Failure to maintain standards causes delays in AGR accession and may be cause for removal from the OML.

All applicants must have a Secret Security Clearance. Loss of an existing security clearance, or denial of a requested clearance, is grounds for removal from the OML.

Applicants who have received a Letter of Reprimand, Article 15, involuntary reduction, or voluntary reduction, or resignation from employment, in lieu of other disciplinary actions, within the past 36 months, are not eligible for accession under ELAHP and will be removed from the OML. An applicant's failure to disclose these actions, prior to accessioning, will be grounds for removal for cause, when discovered.

Applicants who are terminated from any previous employment for cause, within the past 36 months prior to accessioning, are not eligible for accession under ELAHP and will be removed from the OML. An applicant's failure to disclose a previous termination prior to accessioning, will be grounds for removal for cause when discovered.

Duties and Responsibilities: Provides advice, counsel and assistance to the Commander and unit staff pertaining to military personnel administration. Understands, interprets, and implements Service, Major command, National Guard and state regulations, policies and precedents pertaining to the full range of personnel actions. Researches and resolves the most difficult military personnel problems and questions, including those for which guidance is only partially relevant or is incomplete. Plans, organizes and administers the military personnel program for the unit. Oversees the staffing, classification, assignment and utilization of personnel in accordance with programmed manning documents. Provides counseling to current and potential members. Discusses benefits and entitlements, career and bonus programs, educational, retirement and other benefits. Assembles supporting documentation required at higher levels when considering such cases as involuntary order to active duty, courts martial, fraudulent enlistment, no selection for retention, administrative discharges, etc. Attends all unit training assemblies. Performs other duties as assigned.

Point of Contact: CW4 David Edwards (609) 562-0882
david.b.edwards3.mil@mail.mil

Required Security Clearance: Must have a secret clearance.

Equal Opportunity: Equal evaluation, consideration and treatment based upon merit, fitness and capability irrespective of race, color, religion, gender, sexual orientation, or national origin.

Initial Eligibility Requirements: Please refer to the General Eligibility Requirements and Initial Entry Qualifications shown on Page 3. If you have any questions, do not understand, or are not sure about what applies to your particular situation, please call the HRO at 609-562-0862 or 0151 for assistance.

How to Apply: Please see the Vacancy Announcement Checklist shown on Page 3 for the required documentation to submit with your application. Application forms are available on request from your unit Readiness NCO, Battalion Personnel NCO, or Full Time Support Supervisor. You may also obtain an application form by logging onto <http://www.state.nj.us/military/hro> and going to Resources / NG Forms. Then click on 34-1 in Adobe format. Please hand carry or mail application to J1 AGR branch. While it is not required, it is in your best interest to use the tracking service when mailing your packet.

Soldiers who meet the General Eligibility and Initial Entry Requirements will have their applications forwarded to a Selection Official or Board for interview and ranking. The selected person(s) will be ordered to Active Guard/Reserve (AGR) status in the New Jersey Army National Guard under the provisions of Title 32 USC 502(f).

Mail To: **Joint Force Headquarters Army National Guard**
3650 Saylors Pond Road
Joint Base McGuire-Dix-Lakehurst, NJ 08640
ATTN: HRO-AGR

**** Must arrive NLT Close of Business on the Closing Date ****

EXCEPTION TO POLICY:

Deployed NJ ANG & ARNG military members may submit their application by e-mail or fax to the following (application must be accompanied by Title 10 Orders)

FAX # 609-562-0845, ATTN: J1-HRO-AGR

E-mail: nq.nj.njarnq.mbx.nj-job-submission@mail.mil

In subject line please put: J1-HRO-AGR, Announcement Number # and Last Name

Pay and Benefits: Basic Pay and allowances depend upon your grade and the length of creditable service. You will receive leave at the rate of 2 1/2 days per month and be entitled to all Regular Federal Holidays. AGR Soldier's medical care and hospitalization will be administered under TRICARE. Your dependents may have the choice of US Family Health Service (USFHP) or TRICARE. You are entitled to PCS and TDY travel allowance when applicable. At the completion of at least 20 years of Active Federal Service, you will be eligible for a full retirement. While on AGR tour, you will accrue retirement credits at the rate of one point for each day of service. Members who leave their jobs and enter tour have re-employment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Full Survivor Benefits are authorized while on AGR tour. You and all eligible dependents will receive full and unlimited Base Exchange & Commissary privileges. You and all eligible dependents will receive an Active Duty Identification Card / Dependent Identification Card and be enrolled in DEERS. You are subject to military discipline under NJ State Statutes and Regulations.

Information for Technicians Entering Tour: Technician personnel may compete for AGR positions. If selected, Technician would need to make an appointment with the HRO Employee Benefits section to fill out the New Jersey National Guard Checklist for Federal Technicians entering Absent-Uniformed Service (AUS) for military duty. Your Federal Employees Group Life Insurance (FEGLI) stops the day preceding your entry on active duty. Additionally, any Credit Union deposits and US Savings Bond allotments will terminate.

TABLE 1 – VACANCY ANNOUNCEMENT APPLICATION CHECKLIST

Your application will be reviewed for completeness and eligibility as per Table 2.

*****IMPORTANT*****

APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT OR INSUFFICIENT UPON INITIAL REVIEW WILL NOT RECEIVE FURTHER CONSIDERATION.

1. NGB Form 34-1 dated 20131111 (Application for AGR Position).
2. Enlisted Record Brief (ERB) (**Must be recertified within 12 months**)
3. Must have a current PHA. **If your PHA is more than 6 months old, a certified Height/Weight statement, within 6 months of the announcement must be included. If you exceed the screening table weight in AR 600-9, you must include a DA Form 5500/5501 (Body Fat Content Worksheet).**
4. A copy of your Individual Medical Readiness Report (IMR Record).
5. A copy of your NGB Form 23-B (Retirement Points History Statement).
6. Official DA photograph or a snapshot of you in your ASU/Class A's uniform from head to jacket hem.
7. A current DA Form 705 (Army Physical Fitness Score Card) must be within 8 months period. Soldiers on temporary profile are NOT eligible to enter the AGR program.
8. Copies of your last 5 Non-Commissioned Officer Evaluation Report (NCOER). SGT/E5's that do not have 5 NCOERS, please submit a memorandum explaining why. For newly promoted SGT/E5's, SPC/E4's and below a minimum of two letters of recommendation from your immediate supervisor's must be added.
9. Copy of ALL DD Form 214 that have been issued to you, to include basic training.
10. Photocopy of your current civilian motor vehicle drivers license. All data must be readable. Individual with revoked drivers license are not eligible to apply.
11. If you are taking a reduction in rank, you must provide a memorandum for record that you will accept a voluntary reduction for full-time position.
12. Any other documents that will support your qualifications i.e. civilian job evaluations, school transcripts, etc.
13. JPAS Statement (Evidence of Security Clearance) available from your unit JPAS Manager.

**** IMPORTANT ****

Per J1-HRO Policy Memo #13-003, dated 1 October 2012, all AGR Soldier must have a minimum or eligible to receive a **Secret Security Clearance** regardless of MOS requirement.

14. **ON A SEPARATE SHEET OF PAPER, PROVIDE YOUR CIVILIAN AND MILITARY EMAIL ADDRESS.** This information will be used to contact you for an interview if you are found qualified or to transmit a letter explaining why you were disqualified. Your email address will also be used to transmit your selection/non-selection letter.

NOTES:

- a. Make sure that you enter the Vacancy Announcement number and title on your NGB Form 34-1.
- b. Make sure that you sign and date your NGB Form 34-1.
- c. Make all entries legible and complete all items in full.
- d. Government postage paid envelopes or government facsimile machines may not be used to submit applications for employment, nor will e-mail applications be accepted expect as noted for deployed Soldiers.

TABLE 2 – NEW JERSEY ARMY NATIONAL GUARD AGR ELIGIBILITY REQUIREMENT

<u>GENERAL ELIGIBILITY REQUIREMENTS:</u>		<u>INITIAL ENTRY QUALIFICATIONS:</u>
<ol style="list-style-type: none">1. Must meet physical standards of AR 600-9.2. Must not be under current suspension of favorable personnel actions.3. Applicant must not be entitled to receive federal military retired pay.4. Must be able to serve at least 3 years in active status prior to mandatory removal.	<ol style="list-style-type: none">5. Applicants who have voluntarily separated from the AGR program are not eligible to re-enter for one year from the date of separation.6. Applicants who have voluntarily separated from the AGR program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR program are not eligible to re-enter the program.7. Most be already awarded 42A Military Occupational Specialty (MOS).	<ol style="list-style-type: none">1. Must meet entry requirements of AR 135-18.2. Must be medically qualified under AR 40-501 as applicable within 12 months prior to initial entry. You must be medically certified as drug free, be tested for HIV within 6 months of initial entry.3. Applicants must be 18 years of age and not have reached his or her 55th birthday.